

# CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, JANUARY 25, 2022 – 5:00 PM



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## MINUTES

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### ROLL CALL

The meeting was called to order at 5:00pm.

#### PRESENT

Chairman Henrietta Francis  
Board Member Brian Cook  
Board Member Justin Hall  
Board Member Richard Hobbs

#### ABSENT

Vice Chair Gary Luke

### APPROVAL OF MINUTES

1. *Review and approval of minutes for the November 30, 2021 meeting.*

**Motion** to approved the minutes of the November 30, 2021 meeting.

**Motion** made by Board Member Cook, **Seconded** by Board Member Hall.  
**Voting Yea:** Chairman Francis, Board Member Cook, Board Member Hall, Board Member Hobbs

**Motion passes 4-0.**

### PUBLIC HEARINGS

2. *Review and approval of proposed changes to the Central Business District uses.*

Mr. Daniels presented the proposed use changes.

Chairman Francis opened the public hearing.

Gerry Casali (Palmer St) asked what CBD means and asks if the purpose is to set rules. Mr. Daniels explained.

Chairman Francis closed the public hearing.

Board Member Cook and Mr. Daniels discussed adding Bed and Breakfast for clarity. They then discussed auto shops and dealerships.

**Motion** to recommend to City Council approval of Ordinance No. O-01-2022 amending City Code Chapter 101 Chapter 117, Article I and Chapter 117, Article VIII, with Bed and Breakfast added as a permitted use for clarity.

**Motion** made by Board Member Cook, **Seconded** by Board Member Hobbs. **Voting Yea:** Chairman Francis, Board Member Cook, Board Member Hall, Board Member Hobbs

**Motion passes 4-0.**

3. ***Proposed Revisions to the list of Future Land Use Districts and FLU / Zoning Compatibility Table in the City Code.***

Mr. Daniels presented the proposed code revisions.

Chairman Francis opened the public hearing.

There being no comments, Chairman Francis closed the public hearing.

**Motion** to recommend to City Council approval of Ordinance No. O-02-2022, amending City Code Chapter 117, Article I, Section 117-2 (b) & (c).

**Motion** made by Board Member Hall, **Seconded** by Board Member Hobbs. **Voting Yea:** Chairman Francis, Board Member Cook, Board Member Hall, Board Member Hobbs

**Motion passes 4-0.**

## **BOARD BUSINESS**

4. ***Downtown and US 17 Parking Study - Review and discussion of the draft report.***

Mr. Daniels introduces Vicky with THA Consulting, Inc. Vicky presents the parking study draft.

Board Member Cook requested seeing City-only data in terms of the parking spaces it controls. Board Member Cook further discussed how the City would benefit from understanding the lowest and highest capacity days as well as have analysis of specific streets or areas, such as a core business area. He inquired if there are restrictions on street parking. Mr. Daniels explained there are restrictions in some areas but not all.

Chairman Francis inquired if there were existing parking areas that we could optimize and use more efficiently. Vicky responded that existing areas are well done, but there is a recommendation to build out a vacant lot not currently built for parking to allow parking.

Chairman Francis indicated her review of the data lead her to believe we do not have a parking problem as space is available, but she anticipates a problem will come in the future as growth occurs. Board Member Cook advised the City needs to plan ahead, not wait for the problem to come to fruition.

Vicky and the Board discussed the new developments (Dollar Tree and Prelude) as they were related to the Parking Study.

Vicky discussed the report recommendations.

Board Member Hall asked Vicky about how Green Cove Springs compares to other cities in regard to signage, particularly directing people to alternative parking. Vicky indicated there are recommendations for directional signage and better sidewalks.

5. ***Downtown Master Plan Discussion with S&ME***

John Jones with S&ME presented to the Board and invited them to the public engagement session on January 26<sup>th</sup>. Board Member Cook thanked Mr. Jones for S&ME's hard work.

**BOARD DISCUSSION / COMMENTS**

Board Member Cook asked Mr. Kennedy about his discussion with the Board of County Commissioners related to the Community Redevelopment Agency (CRA). Mr. Kennedy spoke about the discussion to the Board.

Board Member Cook and Mr. Daniels discussed the change to the Comprehensive Plan prompted by a recent City Council meeting. Cook advised he believes changes should go before the Board first, and Mr. Daniels explained the steps for changes.

**STAFF COMMENTS**

**ADJOURNMENT**

CITY OF GREEN COVE SPRINGS, FLORIDA

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Henrietta Francis, Chairman

Attest:

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Heather Glisson, Planning & Zoning Clerk